Permit #F00140128

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00140128 **Type of Permit:** FILMING **Release Date:** 07/23/2018

Production Company AMERICAN FILM INSTITUTE

Insured Company Name CHRISTOPHER LEE
Contact Phone No. 1 323-856-7600
Contact Phone No. 2
Fax 323-467-4578
Address 2021 N WESTERN AVE
LOS ANGELES, California 90027

Production Title MANAGERS

Type of Production Student

Producer Anna Golin

Director Christopher Lee

1st AD Alison Hammersley

Production Manager Anna Golin

FilmL.A. Coordinator Adrianna Garcia

Location Manager Alison Hammersley
Primary Phone Mobile - 860-933-8473
Secondary Phone

Location Assistant Alison Hammersley
Primary Phone Mobile - 860-933-8473
Secondary Phone

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE	$26.00
SANTA MONICA STUDENT/NON-PROFIT FILM/VIDEO APPLICATION FEE	$126.96
SANTA MONICA CIVIC AUDITORIUM EAST WING MTG RM LOCATION FEE - 5-8 HOURS	$2,000.00

Total Permit Fee $2,152.96

Number of Locations 2

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Summary Information — Location

Permit Number	F00140128	**Location Manager**	Alison Hammersley
Production Company	AMERICAN FILM INSTITUTE	Primary Phone	Mobile - 860-933-8473
Insured Company	CHRISTOPHER LEE	Secondary Phone	
Production Title	MANAGERS		

Location Address 4440 York Blvd, Los Angeles, CA, 90041

Location Type Studio

Film Dates 7/28/2018 - 7/29/2018 07:00 - 21:00 2 days

Open or Closed to the Public Closed

Generic Conditions *LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached document Managers AFI Student Letter.pdf

Equipment on Location

Type	Quantity
5 Ton Truck	1
Fire Extinguisher (2A10BC Minimum Rating)	1
Vans	2

Personnel on Location

Type	Quantity
Cast	6
Crew	20
Spot Check	1

Filming Activities Equipment on property; Interior Dialogue;

Jurisdiction **Political:** Los Angeles City - Council District 14 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 594 **Grid:** J1

Approvals LOS ANGELES CITY POLICE DEPARTMENT Melissa Hernandez

Coordinator Note ABSOLUTELY NO CABLING OR STORING EQUIPMENT IN HALLWAYS, STAIRWAYS, DOORWAYS, EMERGENCY EXITS, ELEVATORS AND/OR

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Summary Information — Location

Permit Number	F00140128	**Location Manager**	Alison Hammersley
Production Company	AMERICAN FILM INSTITUTE	Primary Phone	Mobile - 860-933-8473
Insured Company	CHRISTOPHER LEE	Secondary Phone	
Production Title	MANAGERS		

ELEVATOR EXITS AND COMMON AREAS.
ABSOLUTELY NO BLOCKING OR COMPROMISING HALLWAYS, STAIRWAYS, DOORWAYS, EMERGENCY EXITS, ELEVATORS AND/OR ELEVATOR EXITS AND COMMON AREAS.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

Parking Notes
BASE CAMP AND ALL CAST, CREW AND PERSONAL VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDER) OR ALLEYS.

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Summary Information — Location

Permit Number	F00140128	**Location Manager**	Alison Hammersley
Production Company	AMERICAN FILM INSTITUTE	Primary Phone	Mobile - 860-933-8473
Insured Company	CHRISTOPHER LEE	Secondary Phone	
Production Title	MANAGERS		

Location Address 1855 Main St, Santa Monica, CA, 90401

Location Name SANTA MONICA CIVIC AUDITORIUM

Location Type Business

Film Dates 7/30/2018 - 7/30/2018 07:00 - 21:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached documents
Managers Civic Center Initialed Invoice.pdf
NO SIGNAGE IN SANTA MONICA.pdf
Guidelines for Use of Parking Lots in the City of Santa Monica.pdf

Equipment on Location

Type	Quantity
5 Ton Truck	1
Cast/Crew vehicles	12
Vans	2

Personnel on Location

Type	Quantity
Cast	6
Crew	20

Filming Activities Equipment on property; Interior Dialogue;

Jurisdiction **Political:** Los Angeles City - Council District 01 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 634 **Grid:** J2

Location Notes No posting of production/directional signs allowed on public property.

Approvals	SANTA MONICA - PUBLIC WORKS DEPARTMENT	Kathy Ruff
	SANTA MONICA POLICE DEPARTMENT	Cody Green
	SANTA MONICA/COMMUNITY AND CULTURAL SERVICES -	Elizabeth Dugan

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Summary Information — Location

Permit Number	F00140128	**Location Manager**	Alison Hammersley
Production Company	AMERICAN FILM INSTITUTE	Primary Phone	Mobile - 860-933-8473
Insured Company	CHRISTOPHER LEE	Secondary Phone	
Production Title	MANAGERS		

ANNENBERG BEACH HOUSE/CIVIC AUDITORIUM

Coordinator Note No posting of production/directional signs allowed on public property.

Coordinator Note NO OFFICER REQUIRED PER OFFICER CODY GREEN, SANTA MONICA POLICE DEPARTMENT

Coordinator Note FSO NOT REQUIRED PER BRAD LOMAS, SANTA MONICA FIRE DEPARTMENT

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

NOT A PERMIT

Permit #F00140128

AFI
CONSERVATORY

July 11, 2018

Re: Anna Golin, Alison Hammersley and Brian Nguyen

PROJECT: MANAGERS

To Whom It May Concern:

This letter is to introduce Anna Golin, Alison Hammersley and Brian Nguyen – enrolled AFI Fellows in good standing – who are making a film/ video project which the Conservatory is supporting in various ways.

Ms. Golin, Ms. Hammersley and Mr. Nguyen are producing this project for their portfolio or reel (PRO690). AFI would be grateful for any cooperation and assistance that can be provided to them. This project, MANAGERS, is for non-commercial purposes only—it will not be marketed, sold, licensed, or screened for financial gain.

The production will not be using AFI's insurance. It will instead use an outside provider.

The American Film Institute is a non-profit educational organization dedicated to advancing and preserving the art of the moving image in the United States. The AFI Conservatory, a branch of the institute, is an accredited graduate institution offering the Master of Fine Arts degree. Should you require any further information, please contact me at 323.856.7741.

Sincerely,

Maureen Duncan
Manager, Administration
AFI Conservatory

AFI Conservatory
American Film Institute
2021 North Western Avenue
Los Angeles, CA 90027
323.856.7600 Phone
323.856.7778 Fax
www.AFI.edu

NO PERMIT

City of Santa Monica®

SANTA MONICA CIVIC AUDITORIUM
1855 Main Street
Santa Monica CA 90401

American Film Institute
2021 North Western Avenue
Los Angeles, CA 90027

Christopher Lee
16lee@gmail.com

Permit #132861
18 July 2018
Civic Auditorium
1855 Main St
Santa Monica, CA 90401
Phone: (310) 458-4924
Elizabeth.Dugan@SMGOV.NET

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Total Charges	Deposits		Balance
$2,000.00	$0	$0	$2,000.00

RESERVATIONS

Event	Resource	Center
American Film Institute Type: Filming Attend/Qty: 25	Civic - Auditorium	Civic Auditorium 1855 Main St Santa Monica, CA, US 90401

Day	Date	Begins	Date	Time
Monday	July 30, 2018	7am	July 30, 2018	10PM

Summary	Notes
Cars and trucks will park in the back lots	--

CHARGES

Description	Event	Unit Fee	Units	Charge
Civic Center Rental Fee	American Film	$2000.00	1	$2000.00

American Film "Managers"7.30.2018_____CL_____initial here

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SANTA MONICA CIVIC AUDITORIUM
1855 Main Street
Santa Monica CA 90401

Exhibit A

Facility Use Regulations

These facility regulations are designed to address the wide range of activities that may be permitted at the Civic Auditorium and in the adjacent lot, and are organized alphabetically by topic. Please review them keeping in mind the nature of your event and check with SMCA staff with any questions.

AISLES, EXITS & DISPLAY AREAS

- Aisles and exits must be kept clean, clear, and free of all obstructions. Doors must be able to open and close freely. No items shall be placed in the aisles or exits. This includes tables, chairs, display cases, easels, products, etc. SMCA staff may determine on site whether an item is obstructing an aisle or exit.
- "Exit" signs or other signs relating to public safety may not be obstructed. Required exit doors, exit and emergency lights, fire alarm stations, fire hose cabinets, pull alarm stations and fire extinguisher locations shall not be concealed or obstructed.

DELIVERIES

- SMCA staff is not available to accept deliveries on behalf of Permittee. Permittee must be present to accept deliveries. SMCA staff can provide you with delivery information for your vendors.

FOOD, BEVERAGE AND BAR SERVICE

- Alcohol service must be provided by a properly-licensed and bonded Caterer and in accordance with all applicable laws.
- Permitee is required to obtain all permits associated with food, beverage and alcohol service. These permits must be provided to the staff prior to the event.
- Permitee is required to discuss all food and beverage plans with the Event Services staff within 45 days of the event date.

HOUSEKEEPING

- SMCA provides general custodial and maintenance of the interior rental space(s) identified in the permit. Custodial services, above and beyond general custodial and maintenance, will be considered additional services and additional fees may apply.
- SMCA parking lot rentals require the Permitee to be responsible for cleaning the area and managing waste both during and after the event (see Parking Lot Rentals).

PARKING

- Parking or parking lot use in conjunction with Civic Auditorium rental can be reserved through the Event Services Department.
- On-site parking is located adjacent to the facility on the east side of building, and in the Civic Center Parking Structure at Olympic and Fourth Street.
- Private event/meeting parking may be reserved and paid for with the Facility Use Fees or guests can pay individually when exiting the parking facility.

PARKING LOT RENTALS

- The parking lot rental area is a pre-determined event footprint, provided in writing by the City with the Facility Use Permit.

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SANTA MONICA CIVIC AUDITORIUM
1855 Main Street
Santa Monica CA 90401

- All event-related activity and structures must be confined within the predetermined event footprint, including fire lanes allowing for emergency vehicle access, support structures and spaces, parking for support vehicles, clean-up, waste and recycling areas, space for tent tie-downs and guy-wires, staging materials and storage.
- Any storage, staging or other activities utilizing space beyond the event footprint will be charged at the reserved parking rate which is three times the All Day posted transient rate.
- A Cleaning and Repair Deposit of $1,500 is required for all parking lot rentals.
- Installation of fencing, canopies, tents, staging and equipment may not use methods that damage or cause holes in the parking lot pavement.
- The parking lot rental area must be returned to its original condition prior to the event. Any damage to the surface of the facility must be repaired, patched or repaved by a City-approved contractor or personnel. The City will inspect the facility with the Permittee prior to and after the event to ensure the facility is returned to acceptable condition.

PERMITS

- Permittee is responsible for obtaining all City permits necessary to conduct the event, in addition to this basic use permit, including but not limited to those listed in Exhibit B.

PROHIBITED IN AND AROUND THE SANTA MONICA CIVIC AUDITORIUM ("SMCA")

- Smoking
- Animals, with the exception of guide dogs and service animals
- Gambling, casino games or "game nights", and private social events
- Activities prohibited by City ordinance or resolution, or state or federal law
- Flammable liquids, propane or butane in the SMCA.
- Painting or spraying of toxic or flammable materials.
- Signs, objects, nails, hooks, adhesive fasteners, tacks, screws, etc. taped, tacked, secured, fastened or anchored to any building part, wall, pillar, doors, window or drapery. All requests to attach any equipment, signs, banners, decorations, etc. to any part of the facility must be approved in advance by SMCA staff.
- The use of candles, rice, confetti, glitter, sequins, silly string, flower petals or birdseed.
- Exterior balloons (may be used as indoor decorations only).

SIGNAGE

- Placement of all signs must be approved by SMCA staff. No signs may be placed on perimeter fencing or any façade of the building that faces Main Street, Pico Boulevard or 4th Street. The placement of street banners in the City is regulated. No promise is made that banner space will be approved or made available.

TENTING

- Pop-up tents, canopies, and tenting ***may*** be allowed with the written permission of SMCA staff. In some cases separate City permits for temporary structures may be required.

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SANTA MONICA CIVIC AUDITORIUM
1855 Main Street
Santa Monica CA 90401

Exhibit B
Associated Event Conditions, Permits and Approvals

This list is a standard list that is applicable to most but not all events and is provided as a courtesy to our clients. Your event may include elements that require additional City permits and approvals. We cannot guarantee that all of the approvals you will need from the City are included on this list. It is the responsibility of the Permittee to assess their event and determine all necessary and associated permits.

CITY DEPARTMENTS TO CONTACT REGARDING FULLY PERMITTING THIS EVENT

PARKING LOT PLAN/EVENT FLOW APPROVAL

- ❑ Submit to **Liz Dugan** (SMCA) to coordinate for review and approval a minimum of thirty (30) days prior to move in date. SMCA approval of the Parking Lot Plan and event concept does not constitute approval from any other City department that regulates people, property, safety or transportation at that location.

BUILDING AND SAFETY APPROVALS

- ❑ Contact the Building and Safety Office with a copy of your plans for electrical plan check and structural plan check. Special permits from the Building and Safety Department may be required for temporary structures and buildings, including reviewing stands, platforms, fences, canopies, tents and other similar miscellaneous structures.
- ❑ Special Permits are **required** for the following:
    - Temporary structures that cover an area in excess of 120 sq. ft.
    - Tents, membrane structures or canopies in excess of 400 sq. ft.
    - Exceptions: Tents or membrane structures open on all sides that comply with the following:
        - Structure is not greater than 700 sq. ft.
        - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 ft. does not exceed 700 sq. ft. total.
        - A minimum clearance of 12 ft. to all structures and other tents.
    - Reviewing stands or bleachers.
    - Electrical work that requires direct wiring into an existing or new service.
    - Decks, stages or platforms more than 30 inches above grade.
    - After-hours activity at the site, including City requirement to notify neighbors of such activity two weeks prior to it taking place.

POLICE AND FIRE APPROVALS

- ❑ **POLICE DEPARTMENT:** Contact **Sgt. Cody Green** cody.green@smgov.net **Police Department** (310-458-8461), to have security/crowd control and/or traffic management plans approved. The SMPD will determine if police will need to be hired for the event to ensure public safety, keep the peace, enforce relevant laws, codes and ordinances, and assist with crowd control.
- ❑ **FIRE DEPARTMENT REGULATIONS:** Contact **Eric Binder** eric.binder@smgov.net 310.434.2666 Fire Department approval and permits are required for outside tents and for special effects or pyrotechnic work. Standby fire personnel are required for all special effect and/or pyrotechnic work.

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SANTA MONICA CIVIC AUDITORIUM
1855 Main Street
Santa Monica CA 90401

TRANSPORTATION MANAGEMENT – PLANNING & COMMUNITY DEVELOPMENT, BIG BLUE BUS AND TEST DRIVES

- ❑ Obtain and complete applications for: 1) a Permit to Close a Public Street; 2) a parking meter reservation from the front counter at Planning & Community Development in City Hall (310-458-8291). If you have questions please call Transportation Engineering & Management (310-458-8379)
- ❑ Contact **Transportation Engineering & Management** (310-458-8379), to review Transportation Management Plan.
- ❑ Contact Larry Jamieson or Patrick Campbell (310-458-1975), Big Blue Bus, to arrange for buses rerouting.
- ❑ Contact the Metropolitan Transit Authority (MTA) Special Events Line (213-922-4632) to determine if MTA bus lines will be affected by your event.

RESOURCE, RECOVERY & RECYCLING – Zero Waste Required for Civic Rentals

- ❑ Contact **Resource Recovery and Recycling** (310-458-8596), to: 1) have clean-up/recycling plans approved; and 2) if needed, make arrangements to use the City's available services.

There may be specific fees associated with some of the above services that must be paid prior to the event. If you have any questions, please contact Liz Dugan at (310) 458-4924 or at elizabeth.dugan@smgov.net . Best wishes for a successful event!

Permit Contract

Civic Auditorium
1855 Main St
Santa Monica, CA 90401
Phone: (310) 458-4924
FAX: --
Email: Elizabeth.Dugan@SMGOV.NET

Permit #132861, Approved
Jun 20, 2018 10:15 AM

City of Santa Monica®

Company: American Film Institute
2021 North Western Avenue
Los Angeles, CA 90027

Customer Type: 1 Individual
Prepared By: Elizabeth Dugan

Agent: Christopher Lee
Email: 16lee@gmail.com

Home: (310) 458-4924

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance

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SANTA MONICA CIVIC AUDITORIUM
1855 Main Street
Santa Monica CA 90401

$0	$0	$0	$0	$0	$0	$0	$0	$0

RESERVATIONS

Event	Resource	Center	Notes
American Film Institute Student Filming Type: Filming Attend/Qty: 25	Civic - Auditorium	Civic Auditorium 1855 Main St Santa Monica, CA, US 90401 (310) 458-4924	--

Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Monday	Jul 30, 2018	8:00 AM	14 hours	Jul 30, 2018	10:00 PM

Summary	Notes
Total Number of Dates: 1 Total Time: 14 hours	--

CUSTOM QUESTIONS

Question	Answer
Venue Coordinator	TBD - to be assigned upon booking

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American Film "Managers"7.30.2018_____CL_____initial here

City of Santa Monica

Transportation Engineering & Management Division

Post Office Box 2200, Santa Monica, California 90407-2200

NOTICE

To: Applicants for Film Permits in the City of Santa Monica

From: Transportation Engineering & Management Division

Subjects: Directional and Other Signs

Use of Temporary No Parking Signs

Please be advised that the posting of advertising, directional or other types of signs in, or visible from, public rights-of-way is prohibited by Chapter 9.52 of the Santa Monica Municipal Code. Any such signs will be removed and destroyed by City forces. And, you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

Temporary No Parking signs are available to facilitate your filming activities from the Public Works Permit Counter. You are responsible for the installation and removal of such signs. You will be provided with a sheet of instructions when you pick up the signs. Temporary No Parking signs must be removed immediately after your film shoot is completed. Any Temporary No Parking signs not promptly removed will be removed by City forces. And you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

In order to avoid such problems, we respectfully request your voluntary compliance.

Should you have questions, please contact the Transportation Engineering & Management Division at (310) 458-8291 or traffic.engineering@smgov.net.

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CONDITIONS FOR USE OF PARKING LOTS FOR FILMINGS, PHOTOSHOOTS, AND BASECAMPS IN THE CITY OF SANTA MONICA

****These conditions only apply to production companies approved to use City-owned lots and do not imply permission to use any City lot****

1. Available Lots:
    a. The ONLY lots available for rental are Beach Lots 4 and 5 South, and Beach Lots 1 North through 8 North. There are no exceptions. Requested parking lot(s) must be clearly stated in the base camp/crew parking portion of your Film LA. permit. Applying for a Film L.A permit does not guarantee use of the parking lots. The City of Santa Monica Parking Department has final authorization regarding use of the parking lots. A parking application must be submitted to the Parking Department in addition to the submittal of the Film L.A permit.

2. Space Availability:
    a. The amount of spaces available for purchase can vary depending on the time of year. As a starting point, no production company may rent out more than half the available spaces of any lot. During certain times of the year (i.e. spring break, summer, any other special events, etc.), additional restrictions will apply regarding space availability, if any.

3. Restrictions:
    a. The production company can only use the spaces that have been purchased and reserved for them.
    b. Parking must be finalized no later than 72 business hours before the production date. There will be no adding of spaces after that time or on the day of filming.
    c. The RESERVED area will be set up the night before by the parking operator, usually at 10pm. There is no guarantee that there will be not be any vehicles already parked in the RESERVED area by the shoot date. It is the production company's responsibility to ensure no other vehicles park in the RESERVED area upon possession of the space. The City merely sells the spaces and sections it off.
    d. At no time can the production company extend the basecamp or deny transient parkers access to the parking lot.

4. Basecamps/Reserved Parking:
    a. Production companies must park all vehicles and materials/equipment within their RESERVED event space. Any vehicles parked outside the event space will need to show proof of payment of the Daily parking rate for that individual vehicle or become subject to citation.

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b. Depending on the size and location of the RESERVED area, production companies may be required to pay for any parking spaces used to divert traffic around the RESERVED area. This is to prevent traffic from driving through the RESERVED area and to keep the traffic flowing smoothly within the lot. These spaces are also procured at the RESERVED rate of 3x the Daily rate.

5. Unreserved Parking:
   a. Production companies may purchase UNRESERVED parking for vehicles they wish to park outside their event space. The UNRESERVED parking is the Daily rate of the lot for that specific date and will allow the parker to stay past sunset.
   b. UNRESERVED parking is for the parking of vehicles ONLY. The production company may not use UNRESERVED parking for setting up any basecamp activities such as tents, chairs, wardrobe, generators, storing of materials, etc.
   c. The purchase of UNRESERVED permits requires the production company to pick up the permits from the City parking office, however, payment is still made directly to Film LA.
   d. The UNRESERVED parking permit must be displayed in the vehicle upon entering the lot and must be displayed in the vehicle at all times. Failure to display the permit is subject to citation. UNRESERVED parking is on a first-come, first-serve basis and does not guarantee a parking space in the lot.

6. Pay-Upon-Entry:
   a. Production companies also have the option to Pay-upon-entry at any City facility. This is only for productions that do not need any basecamp or RESERVED parking.
   b. Paying-upon-entry is for productions that wish to have all their vehicles pay at the cashier booth or pay machine upon entering the lot on the day of production.
   c. Production companies are prohibited from purchasing extra spaces to set up any basecamp activity. Paying-upon-entry is simply parking a vehicle and then leaving the lot.
   d. Production companies may inquire with the City of Santa Monica to confirm which City facilities are available for Pay-upon-entry.

7. Cancellation Policy:
   a. Cancellations for RESERVED parking and UNRESERVED parking must be made more than 48 business hours of production date. Cancellations made within this time period will be honored at no cost to the production company.
   b. Cancellations for RESERVED parking and UNRESERVED parking made within 48 business hours will not be honored. NO refunds will be given.
   c. Cancellations for Pay-upon-entry requires no notification as no parking fees are associated with the Film LA permit.

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